



Request for Funds

2026-2027

This form is intended for requests from PTSA members for reimbursement of purchases made for PTSA-sponsored programs/events, and any other requests made by Hough Elementary staff members in funding programs, activities, or supplies that fall outside the parameters of the Classroom Enrichment Grant. Hough PTSA membership is a requirement. Must attach all receipts.

Return this form, along with receipts, to a Hough PTSA board member or put it in the PTSA mailbox.

Funds Requested by: _____ Date: _____

Amount requested: _____

Reason for the request:

Items purchased:

FOR PTSA USE

Request amount funded: \$ _____ Check: # _____ Date funded: _____

PTSA Authorization: _____ Title: _____

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☐ Logged in MoneyMinder Date: ____/____/____

In signing below, I acknowledge the receipt of a check for funds from Hough PTSA. I attest that the funds have been used for no other purpose outside of the reason/purpose stated above.

Signature of recipient: _____ Date: _____